ARIZONA CRIMINAL JUSTICE COMMISSION

FY 2022 COMPETITIVE GRANT APPLICATION INSTRUCTIONS

CRIMINAL JUSTICE INNOVATIVE GRANT PROGRAM

For Assistance

If you have any questions about the grant solicitation or are having difficulties with the ACJC Grants Portal, contact Siyeni Yitbarek, Grant Coordinator at 602-364-1163, or Simone Courter, Grant Coordinator at 602-364-1186 or by email at syitbarek@azcjc.gov or dcadmin@azcjc.gov.

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Introduction

The Arizona Criminal Justice Commission (ACJC) developed these instructions to assist you with your application submission for the FY 2022 Criminal Justice Innovative Competitive Grant program.

Assistance and Resources

Arizona Criminal Justice Commission staff is able to provide assistance regarding the application submission through ACJC's Grants Portal. During the open solicitation period, staff cannot advise applicants on proposed projects. Detailed instructions on the use of the GMS are available at https://grantsportal.azcjc.gov/Home/Manuals. Access to the grants portal is available at https://grantsportal.azcjc.gov/ .

Application Tips

When completing your application:

- Complete text responses in a Word document, then copy and paste them into the GMS application
- Check the spelling and grammar on each response
- Save your application frequently. The default application timeout is set to 30 minutes of inactivity.
- Use the checklist in the grant announcement to make sure all required documents are submitted

Completing the Application

Please include as much information as possible for each field in the application. Fields in the GMS with a red flag are required for successful submission of the application.

1. General Project Information

- **ACJC Grant Program**
  ACJC's Grant Portal will auto-fill this field. (Criminal Justice Innovative Grant Program)

- **Period Title**
  ACJC's Grant Portal will auto-fill this field. (FY 2022)

- **Project Title**
  Provide the name of the project or program, such as the name of the task force. For prosecution and forensic projects, the project title may begin with "Prosecution for" or "Forensic support for" then insert the task force name. A project not associated with a specific task force or that is statewide, may be named as desired.

- **Purpose Area**
  The applicant is prompted to select the applicable purpose area from a drop-down menu.

- **Apprehension**
- **Prosecution**
- **Prosecution, Statewide Forfeiture**
- **Prosecution, Medicaid Fraud**
- **Forensics**
- **Adjudication**
- **Corrections and Community Corrections**
- **Education/Prevention**
- **Other**

- **Applicant Agency**
  This information pulls directly from the user's profile. A different agency or a different department may be selected from the dropdown menu. However, a new agency or new departments must be added through the "Edit Profile" function. *Before starting our application, please go to "Edit Profile" and add your Federal Tax ID for your agency.*

  DUNS Number and System for Award Management (SAM)
  These fields are mandatory for all applicants. All agencies must have a DUNS number and be registered with the SAM database at the time of the award. Returning applicants are required to update their user profile prior to opening an application by entering the numeric DUNS number and selecting the appropriate "Yes"/"No" response for the *System for Award Management (SAM).*

  Data Universal Numbering System (DUNS):
  A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used by federal agencies for tracking purposes and to validate the addresses and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at https://fedgov.dnb.com/webform/displayHomePage.do.

  System for Award Management (SAM):
  In addition to the DUNS number requirement, the Office of Justice Programs requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the *System for Award Management (SAM)* database. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with SAM, as it is a requirement for Grants.gov registration. Applicants, however, must update or renew their SAM registration at least once per year to maintain an active status. Information about registration procedures may be accessed at www.sam.gov. It is recommended that applicants begin the registration process immediately, which may take up to a few weeks to complete.

- **Agency Official**
  Identify the agency official. This is the head of your agency/organization responsible for project oversight/ administration (ex: Police Chief, CEO/Director).

- **Authorized Official**
  Identify the person authorized to sign grant agreements on behalf of the agency (i.e., Executive Director, Sheriff, Chief). This person is generally not the Project Official.

- **Project Official**
  Identify the Project Official. This person is the manager of the project and has overall responsibility for managing the project (i.e., oversees the operations and makes decisions). Please do not list support staff in this area.

- **Financial Official**
  This is the individual responsible for creating and submitting financial reports for the project.

- **Legal Official**
  Identify the legal official. This individual is the legal representative at the agency/organization designated to sign agreements and official grant documentation. (ex: County/City Attorney, Legal Counsel)

- **Civil Rights Official**
  Identify the civil rights official. The individual who has been identified as your agency/organization Civil Rights Contact.

2.   General Questions

- **Participating Agencies**
  Include any participating agencies that will work within the project to deliver the services proposed in the application. If none, answer, "N/A."

3.   Project Narrative

- **Project Mission Statement** (Response limitation is 6000 characters including spaces.)
  Include a mission statement that describes the focus or direction of the agency in addressing distressed neighborhoods facing significant drug and violent challenges.

- **Problem Statement** (Response limitation is 6000 characters including spaces.)
  Utilize this section to demonstrate a need for services in the community and be supported by statistical data.

  ☐ Describe the problem(s)/issue(s) that require your agency's involvement to reduce drug and violent crime challenges in distressed neighborhoods.

☐ Describe the recent history of the jurisdiction or community and how drug and violent crime has impacted it.

☐ Describe the nature and scope of crime in the targeted jurisdiction or community, including hot spots where a large proportion of crime or types of crime occur, as compared with crime rates in the overall jurisdiction or community.

☐ Provide local or state data and a trend analysis for the specific targeted area (including Uniform Crime Reporting, FBI violent crime rates, calls for service, and survey results from target area residents) to support the discussion. (It is strongly recommended that crime data be provided for at least three years or longer to demonstrate persistent serious drug and violent crime issues. Applicants should provide data that is verifiable and part of an official record system or report.)

- **Project Summary** (Response limitation is 6000 characters including spaces.)
  Provide a summary of the proposed project that would be supported with requested grant funds.

  ☐ *Strategies/approach:* Describe the strategy/approach to be used in reaching project goals and objectives. This must address exactly and realistically how the project will solve or significantly impact the stated problem and clearly state how the approach is an innovative approach that is new to the jurisdiction or community.

- **Project Collaboration** (Response limitation is 6000 characters including spaces.)
  The project collaboration with other criminal justice agencies and community organizations is integral to a successful innovative grant project.

  ☐ List the public and private organizations your agency collaborates with in connection to the scope of the proposed project. If there are member agencies associated with the project, identify resources such as funding, personnel, volunteers, space, equipment, and criminal intelligence support systems to be dedicated by each member agency.

  ☐ Describe in detail a recent collaboration. Discuss the purpose of the collaboration and your agency's contribution to the process and the outcomes.

- **Evaluation Plan** (Response limitation is 6000 characters including spaces.)
  Describe how the agency intends to collect data and measure the effectiveness of the success of the project.

  ☐ Identify data collection methodologies.(Ex: who will collect the data, who will report it, tool(s) used to collect the data, how often).

  ☐ Describe the process for reviewing the statistical data and utilizing the data to refine the strategy/approach to meet goals and objectives.

- **Sustainability Plan**: (Response limitation is 6000 characters including spaces.)

Identify future potential funding sources to ensure the program is ongoing beyond the funding availability. Be sure to acknowledge the intent of the CJI Grant collaborative partners to continue high-impact activities beyond CJI Grant funding.

- **Level of Innovation:** (Response limitation is 6000 characters including spaces.)
  Describe how the project is new to a jurisdiction or the community and does not duplicate or replicate existing services.

- **Evidence-Based**: (Response limitation is 6000 characters including spaces.)
  The application must demonstrate that the proposed project falls into one of the following categories:
    - *Evidence-Based or Evidence-Informed Policies and Practices*: Describes each evidence-based policy or practice to be employed and how it responds to the issue or need as a place-based strategy or with the targeted population.
    - *Promising Best Practices*: Where there is strong evidence of an effective strategy, discusses current knowledge and how the promising strategy will be replicated in a new location or offers strategic enhancements of an existing model for application to a different population.

- **Logic Model**: A logic model will be required for this grant application and ***MUST BE uploaded as an attachment with the application.***
  An example/template of a logic model can be found in Appendix B of the grant solicitation. An adequate logic model will have the following elements: resources/inputs, activities, outputs, outcomes, and impact.

- **Project Timeline: MUST BE uploaded as an attachment with the application.**
  An example of a project timeline can be found in Appendix C of the grant solicitation.

4. Goals, Objectives, and Performance Measures

- Identify goals, objectives, and performance measures for the project. Goals, objectives, and performance measures are used by ACJC and the federal awarding agency to establish clear expectations of overall performance and to measure the success of the project.

Goals: Goals are broad intentions that are the desired, long-term purpose of the innovative grant project.

Objectives: Objectives are clearly defined and measurable results (outcomes) that the innovative project is intended to achieve. Objectives must be reasonable, achievable, and logically connect to goals. You can add multiple objectives to each goal.

Performance Measures: Performance Measures are numerical descriptions of work the stakeholder's work on the project, usually expressed in outputs and outcomes, and shows the achievement of objectives and attainment of goals. Measures must be appropriate and collectable and include outcomes that relate to project objectives. Typically measures start
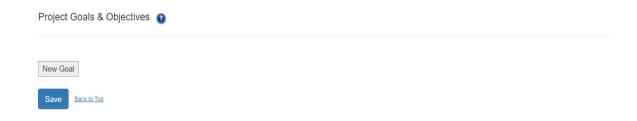
out with "Number of ....." or "Percentage of...". You can only have one measure under an objective. If there are multiple performance measures for a single objective, you must input the objective again for each measure.

Measure Type: Choose the type of measure, either # or %, that describes the measure value.
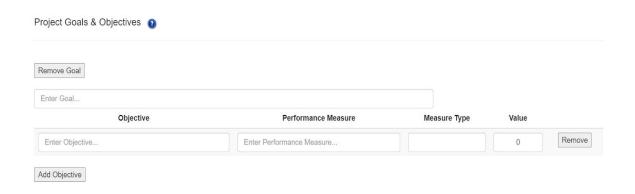
Value: The actual numerical value of the performance measure.

INSTRUCTION FOR GOALS, OBJECTIVES, AND PERFORMANCE MEASURES SECTION:

1. Click on "New Goal" on the Project Goals & Objectives page

2. When the following screen is promoted, enter the Goal, followed by an Objective, Performance Measure, Measure type (either "#" or "%") and Value. Note: you can enter multiple objectives under one goal. You can also have multiple goals. Click on "New Goal" to add additional goals for the project.
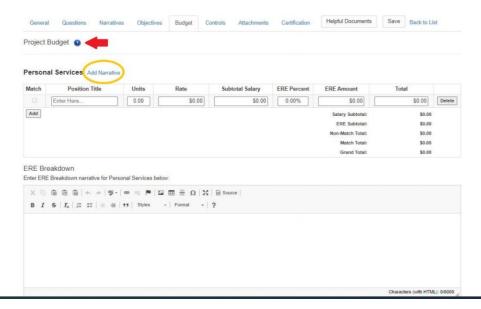

5. Budget

Provide budget **detail** and **narrative** for ALL *applicable* categories. Be sure to include the expense type, quantity, and total for each category. The total cost for all requested categories will be reflected on the button page as "Total Project Cost".
 NOTE: Matching funds are not required.

6. Financial Capacity

- Answer all of the questions provided to help ACJC determine your agency's financial capacity to administer grant funds.

7. Attachments

- *A-133 Audit or Single Audit*
  To meet federal audit requirements, the jurisdiction's most recently completed financial audit must be attached (uploaded) at the time of the application If your agency does not have a current audit completed for the period ending June 30, 2019, a written explanation as to why and a timeframe for completion is required.

- Logic Model- required at the time of application submission.

- Project Timeline - required at the time of application submission.

- *Participation/Collaboration Letters (if applicable)*
  Participation/collaboration letters or documents signed by the Authorized Official(s) of the participating agencies indicating to fully participate in the project
- *Confidential Funds Certification*
  If utilizing Confidential Funds, a Certification of knowledge and adherence to the Office of Justice Programs (OJP) Financial Guide *Chapter 17: Confidential Funds* must be signed by the Project Official and submitted as an attachment at time of application. The **Confidential Funds Certification** form is available via ACJC's website: http://www.azcjc.gov/ACJC.Web/pubs/ConfidentialFundsCertification.pdf.

How to attach (upload) a document into ACJC Grants Portal

Step 1: From the **Attachments** tab in ACJC Grants Portal, Click the **Browse** button to navigate to the document you wish to attach/upload.
Step 2: Once you have selected the document, click **Upload Selected File**.
Step 3: Click the **Save** button on the right side of the screen

Please note:
- All attachments are PDF documents.
- Attachments are less than 100MB in size.
- Each attached file name MUST BE unique from other file(s) uploaded.

7.   Special Conditions

Please read all special conditions. Acceptance is required in order to submit the grant application.